

Shakil A. Shaikh, MS (USA), MBA (USA), PE (USA), BE (Pak)
Expert/Specialized in Management of Urban Rapid Transit Projects



Cell/Mobile #: 0335 277 1591
E-mail address: shakils737@gmail.com
Address: 57-C/I, 6th Commercial Street, Phase 4, DHA, Karachi.
Citizenship: Expatriate Pakistani

Executive Summary of Work Experience:

Over 30 years of post-graduate (Double Masters) quality and progressive experience with reputable Urban Rapid Transit Development organizations in USA, Saudi Arabia and Pakistan. Out of 30 years of post-qualification experience including 15 years of experience in a senior management position at a large public/private sector company. A minimum of 10 years of experience in a similar role in corporate sector. Provided management support, representation, and technical advice on projects related to Urban Rapid Transit. Monitored project implementation, provided strategic direction, achieved business goals and met expectations of various stakeholders. Managed quality, risks, results, organizational initiatives and compliance with public sector policies and procedures. Responsibilities included strategy development, oversee business operations support functions, approved policies and procedure of the company. Provided ongoing updates, guidance, advice and support on local political, social, economic and other relevant developments to management. Managed and maintained Urban Rapid Transit projects, profound understanding of public sector and international contracts. Experienced in projects related to Urban Rapid Transit Development including engineering, procurement, construction, commissioning and maintenance. Lead the implementation, management, marketing and service delivery of Bus Rapid Transit (BRT) System. Provided a full range of innovative technical analyses, policy guidance and analytical technical support required to facilitate Urban Rapid Transit development organizations.

Ensured the meaning and intent of the provisions of the Urban Mass Transit Act, and the overall responsibility in relation to assigned Declared Projects are fully understood and implemented by all. Supported external and internal relations, engaged with the senior management team in relation to broader strategies and business plans for the department. Maintained a consultative oversight approach where personal engagement, staff skills enhancement and a Company “family team approach” is applied to all aspects of the Company in meeting the conditions of the assigned Declared Projects. Worked seamlessly with other divisions and departments within the organization. Oversees the day-to-day operations and administration of the Company. Regular briefing sessions with Managers and other staff as required on the ongoing financial and operational performance of the Company, and shall when required, ensured remedial actions being undertaken in a timely manner to ensure compliance with good Company governance principles. Manage and helped to develop the divisional team. Responsible and report on the performance of the conceptual development and progress of all types of Urban Rapid Transit projects. Ensured the sustainability of the assigned project from a financial, social and environmental perspective. Managed, monitored and supervised multiple Urban Rapid Transit project activities according to their requirements within the deadlines including operations strategy, prescribed standards, policies, procedures and best safety practices.

Higher Education:

Master of Science in Env./Urban Transport Planning and Management from New Jersey Institute of Technology, **USA** (1991)

Bachelor of Science in Civil Engineering from N.E.D. University of Engineering and Technology (1988)

Master of Business Administration (MBA) from University of Phoenix, Atlanta Branch, **USA**
(Present)

Professional Experience:

11/2007 – Present	GM Operations, Urban Rapid Transit Dept., Techno Consultants, Karachi, Pakistan.
05/2000 – 11/2007	Deputy CEO, SAPTCO (Saudi Public Transport Company), Jeddah, KSA.
10/1995 - 5/2000	Executive Director, Louisiana Department of Transportation (LDOT), New Orleans, Louisiana, USA
8/1991 - 10/1995	Project Director, Urban Transport Planning Dept., Honolulu, Hawaii, USA

Professional Skills and Expertise

Management of Urban Rapid Transit Projects:

Managed and planned some of the largest and most prestigious Urban Rapid Transit Projects as a GM for Techno Consultants, Karachi, Pakistan. Implemented the Board's policies and strategies; develop and present the strategic and business plans to the Board for approval, and report on progress in implementation of the plans. Provided continuity, direction, and leadership to activities of significant size, scope, and complexity for Urban Rapid Transit Projects. Acted as the Board's principal policy advisor and ensured that the approved policies and priorities are understood and implemented across the organization. Maintained strong partnerships with the governments concerned, development partners, civil society, media, the private sector, and other stakeholders to further the aid effectiveness agenda. Provided leadership and strategic direction for the Company to ensure all operations are appropriate, coordinated, monitored and of the highest quality. Exercised courageous and transformative leadership in dialogue. Basic and detailed engineering has been performed by a state-of-art design prevalent engineering applications. Developed and directed the implementation of business strategy so that a regular review of the Company's competitive environment was made and appropriate measures were taken to maintained and increase its market share of passengers conveyed on its routes. Experienced included the cost, schedule, performance, risk mitigation and identifying performance and funding tradeoffs.

Taken a leadership role in establishing or enhancing the Company's culture and values and ensured that there is a fit between strategy and culture, and the Company's processes and structure. Lead or maintained and further strengthened the relationship and policy dialogue on a broad range of economic and sectoral issues with the Government and key stakeholders. Established a set of robust policies, procedures, practices, standards and tools that are consistent with relevant regulations, rules, policies and practices. Responsible for developing and implementing the project management, construction works, overall supervision and monitoring of Urban Rapid Transit Projects. Ensured effective management and control of budgets, accounting, procurement, assets and human resources to achieve the company's objectives. Provided leadership in professional and operational matters, taking the lead in contributing new or innovative approaches to policy and operational issues to ensure best service to the clients. Developed and maintained effective partnerships with stakeholders, including passengers, funding bodies, regional and sub-regional agencies, industry associations and operators, the traffic police and local authorities. Played an important role in ensuring that the key audiences and stakeholders are aware and supportive of company's activities for Urban Rapid Transit Projects. Maintained and enhanced the reputation of the Company by raising its external profile for inclusion in regional industry associations, international bodies and similar

associations.

Experienced in communication network for data transmittal, document control and project management to ensure smooth interaction between all stakeholders. Maintain a Cooperative, Inclusive, Professional and Outcome Focused (CIPOF) team approach for the ongoing operation of the Company on a daily basis. Managed, conceptualized and articulates the strategy and implementation of various activities for Urban Rapid Transit Projects. Ensured the Company establishes and maintains a reputation as a respected and professional organization. Experienced in Urban Rapid Transit Projects planning, scheduling and familiar with contract management. Provided effective and inclusive leadership to the Managers and staff of the Company and other matters as directed by the Board of Directors or as deemed to be required to meet the requirements of the Act. Embraced good corporate citizenship including contributing to the development, implementation, communication of corporate policies, strategies and priorities. Strong experience in managing large and complex organizations with multiple functions with demonstrated experience in understanding of public sector and international contracts. Prepared performance reports, briefing papers, concept papers, and other periodic documentation for a senior leadership of organization. Excellent customer relationship and communicative skills with proven ability to deliver complex and fast moving change/transformation programmes in a multi-stakeholder environment. The breadth of involvement ranges from modest facility expansions to large grassroots projects.

Cultivated and maintained a collaborative, team spirit relationship between the infrastructure and urban rapid transit development Department and other Offices. Worked at a senior level with good experience of developing and managing partnerships. Recognized global leadership in the areas of Urban Rapid Transit finance, infrastructure policy and economics with proven operational experience at the country and regional level as well as significant contributions to the knowledge agenda related to infrastructure and urban rapid transit development. Proven capability to understand and articulate clearly the essential requirements of the Board of Directors and the operating culture of the Company. Shared experiences, ideas, perspectives, and feedback with others and seeks their input, involvement, and advice about decisions regarding program and project activities with the supervisor and Department colleagues on a regular basis. Strong understanding of best practice principles in corporate financial, HR matters and in the imperatives of responsible project implementation, operations, management, maintenance and transparent reporting principles and be committed to act accordingly at all times. Deep understanding of the individual sectors that comprise the infrastructure and urban rapid transit development agenda through both operations and knowledge. Demonstrated knowledge of the public transport sector in Pakistan, its challenges and opportunities. Managed infrastructure and urban rapid transit development projects including technical analysis and reports; assisted staff and other departments requiring infra management expertise; attended meetings and sessions; coordinated and supervised urban development studies.

Management of Bus Rapid Transit (BRT) System:

Provided management support, representation, and technical advice to the infrastructure and urban rapid transit development Department on relevant projects. Clear understanding of the role of new technologies in the field of BRT operations and management. Oversee effective day-to-day operations of the division and provide guidance on issues. Experienced include working at site with sub-contractors, liaising with consultant and urban rapid transit development department ensuring work is completed on time, in budget and as per approved design. Demonstrated ability to take responsibility and to delegate responsibility in organizations in accordance with sound management principles. Experienced in developing new facilities, including management of funds, staffing and program development. Provided leadership in establishing performance monitoring systems for results frameworks, ensure appropriate accounting of resources; track quarterly accruals, maintain project pipeline information, and provide leadership in meeting. Credible and comfortable in dealing with BoD, line agencies, general public and other stakeholders. Reviewed contractor's payment certificates as per the contracts/agreements.

Built a culture that consistently delivered high-quality products and services, and engaged others in implementing strategy that has long-term impact on the organization. Managed infra matters, development, enforcement and directs/supervises all administrative and technical staff of urban rapid transit projects. Provided technical input on complex urban rapid transit projects management issues. Provided leadership for supporting collaboration and working across boundaries, ensuring diverse talent and capability is mobilized across organizational units. Expert at handling heavy infra works for urban rapid transit projects based on EPC. This expertise extends from earthworks to finishes. Presented information to stakeholders, client and government official. Maintained urban rapid transit projects management database, supervised sub-contractor's crew/team to make sure project is within an approved schedule and completed on time and within budget. Adopted new methodologies and technologies that enable and promote the dissemination and transfer of knowledge, and ensured that staff communicate in a clear and effective manner. Undertake the management of the division, including team building, training and motivation of division staff.

Managed urban rapid transit team which has a proven track record in completing 'fast track' projects consisting of infra development. Influenced business decisions to create competitive advantage for the Organization and its clients, taking a lead in key decisions while at the same time rationalizing the decision-making process. Managed funding structure, development of urban rapid transit project implementation schedule and cost estimate. Organized and prioritized daily work assignments, worked to meet the objectives of the company. These urban rapid transit projects were adhering to international quality standards and with zero tolerance towards unsafe practices and damage to the environment. Managed budget and resource allocations made to the company. Communicated effectively both orally and written with all the department personnel, government officials, developers, consultants, sub-contractors and outside professionals. Experienced in engineering management and quite familiar with capital improvement program of City of New Orleans for urban rapid transit projects.

Managed all phases of urban rapid transit projects leading to their successful completion. Conducted urban rapid transit management of projects based on Saudi's and USA standards and specifications. Tasks included management and supervision of engineering crew for urban rapid transit projects, summary of quantities and detailed cost estimate. Managed shop drawings, specs and final plans for urban rapid transit projects. Provided ongoing updates, guidance, advice and support on local political, social, economic and other relevant developments to management, and visiting missions as needed. Performed protocol of urban rapid transit projects and quite familiar with Plan Development Process (PDP). Prepared proposals for city and counties. Managed and supervised sub-contracting companies for urban rapid transit development projects in LA, USA. Managed shop drawings, preliminary/final plans and cost estimate. Represented infrastructure and urban development works consulting companies in all meetings, coordinated with different group of specialists, solved urban rapid transit project issues and reviewed projects for quality control.

Motivated others who are unclear or not aligned with the priorities of Strategy 2025 by explaining the rationale and big picture supporting objectives. Managed urban rapid transit projects involving supervision of underground utilities and production of detailed shop drawings by AutoCAD. Conducted coordination with consultants/government agencies for urban rapid transit issues. Worked with Jeddah-based managers and team leads to implement the strategy, coordinate work programs and knowledge products, and develop unified products, policies and positions related to sustainable infrastructure and urban development. Managed field operations for numerous infrastructure and urban development operations ranging from 50 to over 100 million dollars in scope. Supervised field personnel, drilling crews and heavy equipment contractors. Experience includes all aspects of subsurface investigations, drilling and installation of soil borings, surveying and emergency responses. Head field manager on urban rapid transit projects throughout the State of Louisiana.

Career Highlights:

- Experienced in managing urban rapid transit projects and contract management.
- Responsible for developing and implementing the project management, engineering works, overall supervision and monitoring of urban rapid transit projects.
- Planned, Implemented and monitored the performance of urban rapid transit projects management including technical analysis and reports.
- Experienced in urban rapid transit projects management including environmental engineering.
- Managed the supervision and contractual matters, development, enforcement and directs/supervises all administrative and technical staff.
- Represented company in all meetings, coordinated with different group of specialists, solved urban rapid transit project issues and reviewed projects for quality control.
- Project Planning, Budgeting and Execution, Preparation/Scrutiny of feasibility reports.
- Preparation of bids/tender, contract documents for procurement of goods and services.
- Supervise contractors and agencies for project activities related to discipline and quality assurance/quality control (QA/QC).
- Excellent negotiation capabilities, communication and interpersonal skills.
- Possess strong leadership qualities, manage and Lead Team of Professionals.

Computer Software:

Utilized various software programs. AutoCAD, Primavera, DOS, Macintosh, Windows, Word Perfect, MS Word, MS Power Point, MS Excel, MS Access, Quanta Pro, Lotus 123, Fortran 98 and Turbo Pascal.

Engineering Software:

These include Microstation, CAiCE, STAAD III, SPAN, MSRLIN DASH. DESCUSS, HYDR 6020, HYDR 6000, HYDR 1130, HYDR 1120, HEC 7, HEC 18. HEC 20, STORMCAD, SURETRACK, Eagle Point Software including COGO, Road Calc, Surface Modeling, WSPRO, STRUDL, SAP, RCPIER, AISIBeam, CONSPAN and BARS.

Major Training, Seminars & Workshop:

- “Self-Directed Work Teams” conducted by Fred Pryor Seminars, USA.
- “Total Quality Management” arranged by Hawaii Dept. of infrastructure and urban development, Govt. of USA.
- “Financial Management” managed by United Environmental Consultant, Inc., Hawaii, USA.
- “Plan Development Process” conducted by GA Dept. of infrastructure and urban development, USA.
- “Managing Client Expectations” arranged by B&E Jackson & Associates, Inc., GA, USA
- “Urban Transport” managed by United Consulting, Norcross, USA
- “Leadership” conducted by Moreland Altobelli, USA
- “Strategic Management” organized by Moreland Altobelli, USA